

**UNITED STATES COURT OF APPEALS FOR THE FIRST CIRCUIT
OFFICE OF THE CIRCUIT EXECUTIVE**

**Volunteer Organizational Internship Opportunity*
IT Department**

Location: John J. Moakley U.S. Courthouse, Boston, Massachusetts

Responsibilities: The First Circuit Court of Appeals is seeking an intern to assist the IT Department of the Office of the Circuit Executive. Primarily, the intern will assist the office with organizational projects and computer property management; however, more technical duties can be assigned if of interest to the candidate. Regular lifting of medium to large sized computer equipment is required.

**The internship has a time frame of one (1) academic school year with hours and days depending on the flexibility of the candidate, with at least a 16-hour week commitment. The Court will work with the individual students and schools in crediting internship experience.*

Qualifications: The ideal intern must possess:

- Organizational and decision-making skills;
- Self-motivated, proactive, accountable, autonomous, and solutions-oriented mind-set;
- Attention to detail and data entry skills;
- The ability to work effectively without close supervision;
- The ability to work well in a collaborative, results-oriented environment; and
- Currently enrolled in college working toward a Bachelor's degree

Background Check: The successful candidate is subject to a background investigation which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: This position will be open until filled. Interested candidates please send resume and cover letter to:

Heather Restifo
OCEApplication@ca1.uscourts.gov
Please insert "Internship Opportunity" in the subject line

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States.

All court employees are required to adhere to a Code of Conduct.

EQUAL OPPORTUNITY EMPLOYER